

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Cash & Investments Analyst****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the city's multi-fund investment portfolio. Coordinates cash management activities for various city funds involving annual cash transactions. Prepares monthly financial reports on investment activity and assist in the development of the annual revenue budget and the city's annual comprehensive financial report.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the city's multi-funded investment portfolio by determining the amount available for investment, determining the length of time that available funds should be invested, analyzing the money market and determining the appropriate types of investments, and contacting various bank officials for competitive bids and negotiating the purchase of securities.
2	S	Responds to requests from various members of city staff by preparing reports, analyses, estimates, projections, and historical information related to investment activity and interest revenue.
3	S	Administers current investment agreements with banks and keeps City management informed by maintaining historical records related to investment activity, ensuring that all investment principal and interest is transferred to the city when it is due, and preparing various monthly reports.
4	S	Assists in the development of the annual revenue budget and the city's annual comprehensive financial report (CAFR) by analyzing past fund trends and estimating funds and interest rates available for investment, and preparing work papers concerning investments and interest earnings.
5	S	Maintains adequate liquidity for all cash disbursements by developing cash flow projections for various City funds, comparing actual cash flow to the amount projected, and selecting investment maturity dates that ensure cash liquidity.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read legal documents, bank agreements, and legislation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence.
Managerial	Managerial responsibilities include planning and implementing investment procedures.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend interest revenue budgets.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	C	Inter-office, to/from departments
Lifting	O	Office supplies, files, folders, books, manuals
Carrying	O	Office supplies, files, folders, books, manuals
Pushing/Pulling	R	File cabinet drawers, doors
Reaching	O	Office supplies, files, folders, books, manuals
Handling	O	Office supplies, files, folders, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	O	Filing in file cabinet drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing
Hearing	C	Telephone, co-workers, supervisors, bank officials, meetings
Talking	F	Telephone, co-workers, supervisors, bank officials, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)